

# *Human Services Division Volunteer Opportunities*



## ***Job Description – Senior Care Representative***

### **Responsibilities will include:**

- Assist with development of guidelines and procedures for project functions.
- Prepare monthly reports to submit to senior care coordinator.
- Making telephone calls to senior citizens to insure that personal needs are being met.
- Other related functions as required and agreed upon.

### **Required Knowledge, Skills and Abilities:**

- Good customer service skills.
- Ability to organize statistical information.
- Good interpersonal skills.
- Able to present positive, professional image.
- Ability to be patient and compassionate.